

URBAN FOREST PROGRAM MANAGER

JOB DESCRIPTION

Classification Responsibilities: The Urban Forest Program Manager is responsible for developing and managing various services, projects, initiatives, and activities in support of the City's urban forest program. Duties include, but are not limited to, developing and implementing strategies to increase the City's tree canopy coverage; initiating and managing urban forestry projects, programs, and/or initiatives; conducting research studies and cost/benefit analyses; analyzing data related to urban forestry conditions, irrigation use patterns, and rainfall; monitoring growth, care, and maintenance of urban forestry projects; preparing professional reports and correspondence outlining objectives, findings, recommendations, and goals; preparing forecasts of needed funds; pursuing grant and other funding opportunities that support sustainably increasing and maintaining Mesa's urban forest; assisting in the preparation of grant applications, forms, and reports; assisting in developing and implementing project budgets and monitoring expenditures; managing complex project contracts; directing, coordinating, and reviewing the work performed by experts from various fields, consultants, contractors, community organizations, governmental organizations, and volunteers; partnering with internal and external stakeholders on urban forestry best management practices; recommending policies, procedures, and regulations to promote resilient urban forestry practices, resource management, and conservation measures; tracking progress on established goals; and producing written public relations materials for City Council, staff, news media, and the general public.

This position will act as the City's liaison for matters relating to urban forestry and will routinely coordinate with other City departments, regional agencies, community partners, and the general public to promote, implement, and manage City initiatives, projects, and programs.

Distinguishing Features: The Urban Forest Program Manager manages, coordinates, and oversees community urban forest programs, projects, and other related activities. Assignments are often broad in scope and complexity and require the use of independent judgment and initiative. Work is performed under the general supervision of the Deputy Director – Environmental and Sustainability who reviews work through conferences, reports, inspections, and results achieved. This class is FLSA exempt-professional.

QUALIFICATIONS

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required. Any combination of training, education, and experience equivalent to graduating from an accredited college or university with a Bachelor's Degree in Urban Forestry, Landscape Architecture, Resource Management, Arboriculture, Horticulture, Environmental Sciences, Sustainability, or related field. Considerable (3 - 5 years) experience managing projects or programs relating to urban forestry, landscape architecture, or closely related field.

Special Requirements. Must possess a valid Class D Arizona Driver's License by hire or promotion date. Must obtain an International Society of Arboriculture (ISA) certification within one (1) year of hire or promotion date.

Substance Abuse Testing. None

Preferred/Desirable Qualifications. A Master's Degree in Urban Forestry, Landscape Architecture, Resource Management, Arboriculture, Horticulture, Environmental Sciences, Sustainability, or related field. Knowledge of tree appraisals, tree protection ordinances, and tree risk assessments in an urban setting in a desert environment. Experience with community organizing and/or mobilizing and proven qualities in leadership. Bilingual with good Spanish written and verbal abilities. Desirable certifications include those from the American Society of Consulting Arborists (ASCA), American Society for Horticultural Science, Association of Consulting Foresters, Society of American Foresters, or Society of Municipal Arborists.

ESSENTIAL FUNCTIONS

Communication: Communicates effectively with the general public; and other City, state, and federal employees, consultants, management, contractors, non-profit organizations, non-governmental organizations, community leaders, and public officials in order to perform assigned work. Instructs and trains subordinates, contractors, and the general public in the field or in a classroom setting. Actively seeks input from and engages with stakeholders including the general public, regional partners, county agencies, universities, and regional organizations. Prepares letters, memos, presentations, specifications, and reports with clearly organized thoughts using proper sentence structure, punctuation, and grammar to communicate complex and technical issues to individuals with a wide range of experience.

Manual/Physical: Reviews, inspects, monitors, and evaluates work-related equipment, materials, products, and services to ensure compliance with the contract, policies, standards, regulations, and guidelines. Ability to lift and carry 40-pound objects (examples: five- to fifteen-gallon trees and wheelbarrows with landscape materials, etc.) using assistive devices (example: carts, power winches, etc.). Requires sufficient flexibility, mobility, and stamina to move through a variety of landscape terrain, and an ability to endure exposure to desert conditions such as: dirt, pollen, and prolonged sun and heat during summer months. Operates a City vehicle requiring a standard Class D Arizona Driver's License to travel to and from job sites. Operates a variety of standard office equipment. Enters data or information into a personal computer (PC) in order to prepare reports, drawings, evaluate data, and perform calculations.

Mental: Develops and implements programs, projects, policies, and plans to achieve established goals. Plans and manages community urban forest projects. Evaluates the work of program participants, including assessments, plans, utility coordination, and project coordination. Prioritizes own work and prioritizes and assigns work to consultants, contractors, and stakeholders. Resolves procedural, operational, and other work-related problems by discussing the problem and evaluating alternatives with involved parties. Coordinates work activities and program functions with the general public and community organizations; and city, county, state, and federal employees. Develops policies, procedures, and ordinances with short- and long-term objectives. Conducts research and analyzes data, and understands design and regulation standards pertaining to urban forestry. Performs mathematical calculations, statistical computations, and financial and cost analysis. Assists in preparing the budget and cost estimates for specific projects. Comprehends and makes inferences from written material such as: memos, letters, plans, policies, regulations, and standards to perform duties. Estimates project costs based on scope of work. Learns job-related material through on-the-job training and conferences.

Knowledge and Abilities:

Knowledge of:

modern concepts of urban forestry, including tree inventories, regional forestry, and landscape materials;
urban forestry maintenance standards and best practices;
Sonoran Desert ecosystems, wildlife, and habitat;
tree diseases and pests;
public works design, standards, materials, and construction techniques;
resource management, including green stormwater infrastructure strategies;
procedures, equipment, and materials employed in the installation and maintenance of landscaped streetscapes and community spaces;
federal, state, county, and local regulations, standards, and codes pertaining to projects and programs assigned;
national programs like Tree City USA and International Society of Arboriculture certification; and
symbols and terminology used in urban forestry, landscape drawings, and green stormwater infrastructure.

Ability to:

determine the approach to be taken for completion of assigned projects;
establish and maintain effective working relationships with City officials, other professionals, consultants, contractors, coworkers, community partners, and the general public;
prepare oral and written reports of a technical nature;
assist in preparation of grant applications, forms, and reports;
source data related to forestry, urban heat mitigation, and resource management strategies;
research, evaluate, and make recommendations for programs that achieve established goals;
conduct cost/benefit analyses;
read and interpret construction drawings and GIS maps;
coordinate workflow with a variety of stakeholders, including community organizations, corporate representatives, City employees, and the general public;
instruct personnel by assigning work, selecting work methods, answering questions, and approving design, installation, maintenance, and other work performed by others for compliance to instructions given, and for conformity with urban forestry principles;
determine adherence to requirements or specifications and communicate effectively and persuasively with the general public, contractors, and consultants in securing compliance with project objectives, specifications, plans, and ordinances;
compute quantities for cost estimates and/or payments to contractors;
conduct project meetings to ensure stakeholders understand objectives, project details, and to obtain confirmation on resolving problems;
evaluate new materials and installation strategies;
conduct field investigations;
serve on technical boards, ad hoc committees, and technical subcommittees; and
make presentations to City officials and the general public using clear and well-organized thoughts.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised 08/26

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CS5512.DOCX

EEO-Prof

JOB FCTN-TEC

Non-DOT Safety and Security-N

CDL-N

RESP-N

PAY GRADE: 57

IND-8810

SWORN-No

Non-DOT Random-N

DOT-N

INCREMENTS 65-200